Section 15.1 PARAMS MENU
System Tables Overview

Purpose	This section provides an overview of the windows available to display, add, update or delete system tables information. These windows provide users the ability to maintain information required by the system to control the validation, processing logic, calculations, error messages and time of interfaces.
Window Name	Action Code Error Code Agency Pay Type Object Code/Pay Types Agency Pay Type Group Pay Type Inquiry Distribution Matrix Unit of Measure Calendar System Codes
Reminders	1. The System Tables windows are accessed through the Params, System Tables items on the Menu bar. 2. Users are able to add, update, delete and inquire on system tables information based on their security. The windows are described below. ■ The ***Action Code*** window allows the central control agency the ability to add, update or delete codes and descriptions of actions that can be taken on an employee's time, equipment usage, activity or adjustments (i.e., submission, approval, certification, release etc.). This window is inquiry only for non-control agencies. ■ ***Agency Pay Type*** window allows a user the ability to add, update, delete or inquire on agency pay type information. The pay types identified by the user will be the only ones that are displayed in the dropdown list. This window also allows a user to identify the pay type as a benefit or earnings and designate how to distribute (hours or dollars). *Continued*

Personnel Data

Reminders *(Continued)*	■ The ***Agency Pay Type Group*** window allows the user to add, update, delete or inquire on agency pay type group information. The standard pay type groups are Salary and Wages (S&W), Longevity and Insurance (L& I), and Retirement (RE). An agency may continue to use these pay type groups by making the appropriate entries on the agency pay type window, or the agency may enter different pay type group codes and descriptions to categorize pay types to their needs. These groupings affect only labor distribution reporting. In order to group the agency pay types, groups need to be defined first and then the pay types can be assigned to the groups.

■   The ***Distribution Matrix*** window allows the user to add, update, delete and inquire on distribution matrix information. The distribution matrix is used to determine how agency pay types that are designated as benefits will have their associated labor costs distributed.

■   The ***Calendar*** window allows the central control agency to update various dates applicable to payroll processing (i.e., pay period dates, pay dates, processing day, holidays etc.). This window is inquiry only for non-control agencies. Information may be viewed by date.

■   The ***Error Code*** window allows the central control agency to update or delete the title and text of error messages displayed. There is also the ability to specify whether specific messages are to be logged so that systems staff can analyze them. This window is inquiry only for non-control agencies.

■   The ***Object Code/Pay Type Inquiry*** window allows a user to add and inquire on Object codes associated with each pay type and class combination.

■   The ***Pay Type Inquiry*** window allows a user to view a list of hours types, Gross Pay Adjustment Types and Deduction codes for labor distribution.

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System Tables

Reminders *(Continued)*	■ The ***Unit of Measure*** window allows the central control agency to add, update, delete and inquire on units of measure (i.e., feet, gallons, miles etc.) that are used in the validation of Data Collection. This window is inquiry only for non-control agencies. ■ The ***System Codes*** window allows the central control agency to add, update, delete and inquire on system codes used in DCDS. This window is inquiry only for non-control agencies.
References	*No specific references*

Main Menu

To display the System Tables menu, select the Params, Systems Tables menu items from the Menu bar.